

NATO Veterans Organization of Canada

Jan 1st, 2011

PRIVACY POLICY

PURPOSE

1. This policy applies to all personal data maintained by the NVOC on members except that which are in the public domain, e.g. lists of the names of officers and directors of the NVOC that appear in our webpage or other public documents.

COMPLIANCE

2. Personal data maintained by the NVOC members will be collected, retained, secured, shared and allowed access to, in compliance with the Personal Information Protection and Electronic Documents Act and, by implicit extension, the Charter of Rights and Freedoms. The Privacy Act does not apply to the NVOC, because it is not a "federal institution" as defined in the Act. However, information which is shared with such an institution, the Veteran's Affairs Canada, comes under the provisions of that Act.

3. Similarly the provisions of provincial and territorial privacy acts do not apply to the NVOC, because it is not a "public" body, organization or institution as defined in those acts. However, information which is shared with such entities comes under the provision of the privacy act for that province or territory.

PERSONAL DATA MAINTAINED

4. FCWM maintains records of the following types of personal data on its members:
- a. Title / Rank and Name;
 - b. Mailing Address;
 - c. Phone Number;
 - d. Email address;
 - e. Positions held on the NVOC executive or board, and
 - f. Enrolment date in the NVOC.

USE OF PERSONAL DATA MAINTAINED

5. Personal Data are used to:
- a. Communicate with members on an ad hoc basis by phone, regular mail or email;
 - b. Prepare and send out receipts for dues;
 - c. Distribute newsletters and other NVOC documents and publications;
 - d. Distribute other information regarding the NVOC and its operation, and
 - g. Prepare summary reports (no individuals identified) on membership.

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RETENTION PERIODS

6. All personal data on a specific member are classified as “inactive” 18 months after the date of the last dues payment. They will no longer receive regular communications from the NVOC, but the data will be kept on file for a further period (see next paragraph).
7. Seven years after the date of the last dues payment, all personal data on a specific member will be deleted from the files unless, in the event of a member’s death, the executor requests deletion earlier.
8. All members’ personal financial data older than seven years will be purged annually

OTHER ORGANIZATIONS

9. The NVOC will not make any personal information on members, active or inactive, available to any third party or organization except in specific circumstances, determined by the Executive Committee and it is deemed to be in the best interests of the NVOC. Personal contact information such as lists of names with postal addresses, e-mail addresses and/or telephone numbers will not be shared, again except in specific circumstances as approved by the Executive Committee.
10. Personal information will not be shared unless it is confirmed in writing by the receiving organization that such information will not be shared further with other third parties. (Note such confirmation will be in compliance with Articles 13 to 16 of the Privacy Act.)

ENQUIRIES AND CONCERNS

11. All enquiries regarding personal data held by NVOC, or concerns about possible misuse should be directed to: The Secretary NVOC,